



State of Arizona Accounting Manual

Topic 50 Travel
Section 61 Commuting

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INTRODUCTION

Whether travel is or is not commuting affects whether the cost of travel may be reimbursed and if, in the case of employees not exempt from overtime under the Fair Labor Standards Act, the travel time constitutes working hours.

POLICIES

1. Commuting consists of an employee's home-to-work and work-to-home travel at the beginning and end of a single work day.
2. No working time is counted and no compensation paid for commuting. This is true even when a State-owned vehicle is used to commute.
3. No expense reimbursement is allowed for commuting.
4. With respect to travel between multiple worksites on a single day:
 - 4.1. Working time is generally counted and compensation paid for travel from one duty post to another within a single day.
 - 4.2. When an employee's duty post is his home:
 - 4.3. Round trips to and from a State facility are counted as and compensation paid for working time when such travel occurs during an employee's normally scheduled working hours. Travel before or after normally scheduled working hours are neither counted nor compensated as working time.
 - 4.4. While possibly counting as working time, the travel or transportation cost of one round trip daily to and from a State facility is not reimbursed unless the one-way distance between one's home and the aforementioned State facility exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.
5. When an employee has an infrequent special assignment (i.e., an assignment that does not occur at a given location more than one each calendar month), not part of one's daily working duties (such as participation in training event):
 - 5.1. Round trips to and from the location of special assignments are counted as and compensation paid for working time when such travel occurs during an employee's

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normally scheduled working hours. Travel before or after normally scheduled working hours is neither counted nor compensated as working time.

- 5.2. While possibly counting as working time, the travel or transportation cost of one round trip daily to and from the location of a special assignment is not reimbursed unless the one-way distance between one's home and the location of the one-day assignment exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.
6. When an employee has multiple duty posts or no fixed duty post: the employee's travel and travel time are considered commuting and:
 - 6.1. The employee's travel time is not counted as working time and compensation is not paid with respect to travel time.
 - 6.2. The travel or transportation cost of the trip from the employee's home to the duty post and from the duty post to the home is not reimbursed unless the one-way distance between one's home and the duty post exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.